



Interviewing Principles and Practices: Applications and Exercises

STEWART CHARLES J

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Courses in the principles and practices of interviewing, by their nature, require a variety of oral and written exercises and applications that build interpersonal skills in the interviewing context. Charles Stewart's *Interviewing Principles and Practices: Applications and Exercises* provides students with detailed exercises and applications for basic types of interviewing such as information getting, information getting, and persuasive and for specialized types of interviewing such as journalistic, recruiting, employment seeking, performance review, counseling, and health care. Exercises help students learn how to open and close interviews, structure interviews, ask and respond to questions, be active and critical participants, and evaluate interviews. Assignments and critique forms have built-in flexibility so instructors may incorporate them into a variety of courses and units and provide insightful feedback to students. Students and instructors may use this text with a number of books and lecture formats, but it is best suited for use with *Interviewing: Principles and Practices* authored by Charles J. Stewart and William B. Cash, Jr., published by McGraw-Hill. A few of the many changes and new material featured in the new 14th edition of *Interviewing Principles and Practices: Applications and Exercises* include: Personal Fact sheet Ice Breaker Interview Assignment Types and Uses of Interviews Probing Question Exercise Common Question Pitfall Exercise Employment Interviewing Assignment Responding to Behavior-Based Questions Responses to Unlawful Questions Applicant Question Schedule Exercise Critical Thinking Exercise

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